

5.4 LISTINGS

Introduction

The “Listings” option in StEPS provides a variety of general programs that allow you to produce data listings for your survey. You may tailor the output of these listings to meet your particular needs by specifying parameters. Parameters are used to limit the items or IDs to be included in a particular listing, to direct the listing output to a particular printer, to specify numerator and denominator items for listings that calculate ratios, and to specify BY variables for sorting the output. You may also elect to save listing programs, containing the parameters you have specified, as a canned query to run at a later date.

Listing options currently available include the following:

Listing	Description	User Manual Section
ID by Item	Displays item data for select IDs in a survey.	5.4.2
Item by ID	Displays ID item data for specified items in a survey.	5.4.3
Name and Address	Displays name and address information for select IDs in a survey; can be sorted numerically by ID or alphabetically by name.	5.4.4
Name and Address with Data	Displays name and address information for specified IDs in a survey, as well as the item data; the Name and Address with Data listing is a combination of the ID by Item and Name and Address listing.	5.4.5
Ratio Effect	Calculates the ratio between two item <u>totals</u> , AND between the item values for the individual IDs contributing to that total. Excluding an ID from the item total and then recalculating the item ratio of the revised item totals reflects the excluded ID’s “effect” on the TOTAL ratio for the item.	5.4.6
Ratio Effect with Auxiliary Items	Similar to the “Ratio Effect” listing; allows you to specify “2” ratio items for display in the output.	5.4.7
Percent Total Rank	Shows the percent that each ID contributes towards the “total” of a particular item in a survey.	5.4.8
Quick Tab	Displays the tabulated totals of select items in a survey; shows the number of establishments/companies contributing toward the total, and disclosure and imputation rates for each.	5.4.9

Listing	Description	User Manual Section
Sorted Edit Reject	Displays the edit rejects for a survey as a result of running the Batch Edit.	5.4.10
Collection Activity	Displays select control information for IDs in a survey, including name, address, status, and check-in information.	5.4.11
Item Ratio	Displays the ratio of 2 items in a survey (e.g., unit/value)	5.4.12
Active ID Comparisons	Displays IDs in a survey that are active in one stat period and not in another.	5.4.13

Accessing the Screen

To access the “Listings” option:

- ! Click on the **TOOLS** button from the StEPS Main Menu.
- ! Click on the **QUERIES** button from the Tools Menu.
- ! Select the “Listings Request” option to display the following:

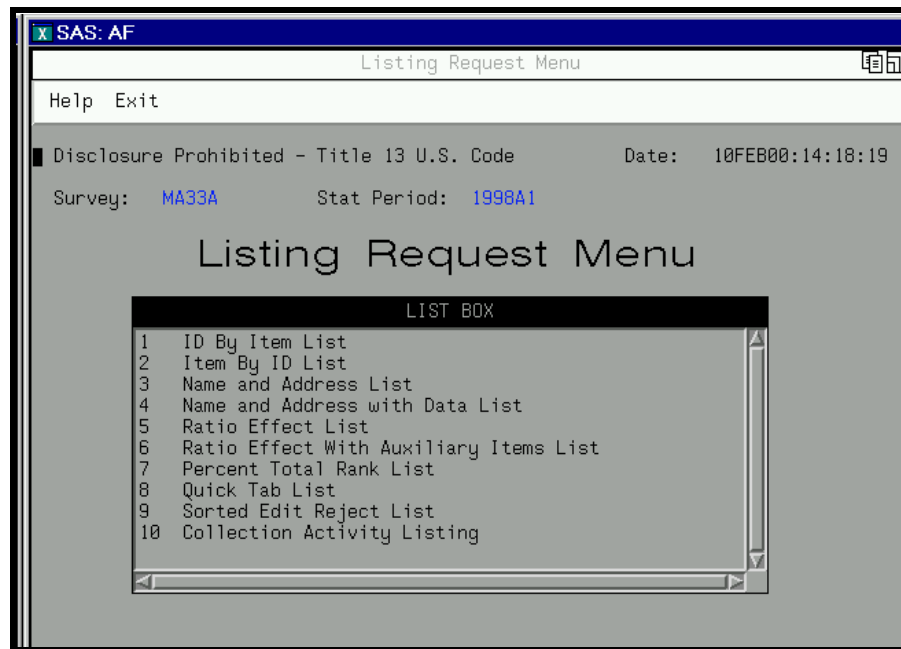


Figure 5.4 Listing Request Menu

Screen Features

The “Listing Request Menu” displays the various listings that are available within the StEPS. These listings are general and were designed to accommodate any survey. Select a listing to run, using the mouse. For each listing option chosen, a separate listing request screen will display, prompting you to enter parameters for the listing output.

Many of the parameter options that are available in each of the listing request screens are similar. The function of each of these parameter options is explained in detail in Section 5.4.1. The listing options themselves are described separately in the subsequent sections of this chapter, beginning with Section 5.4.2.